

~~CONFIDENTIAL~~

Executive Assistant to DCI
Director of Training
Weekly Summary Report

Document No. 062
NO CHANGE in Class. ☐
☐ DECLASSIFIED
Class. CHANGED TO: TS S (C)
DDA Memo, 4 Apr 77
Auth: DDA REG. 77/1763
Date: 25/01/78 By: 008

26 September 1952

1. A conference was held on 22 September for the purpose of discussing [redacted] objectives of the Agency to assist in our efforts to develop a course in Clandestine [redacted] which would best meet the requirements in [redacted] is to review the syllabus for a Clandestine course prepared by [redacted] of TR(S) and submit their comments and training requirements to us.

2. Communist Party Operations Course #9 will begin on 29 September.

3. The Chief Instructor, Clandestine Psychological Warfare, departed 24 September for a 30-day TDY assignment [redacted] for WE.

4. The Chief Instructor, Escape and Evasion, will visit [redacted] to discuss the instruction there in this field of activity and to consider the use [redacted] for a field training program in the specialized Escape and Evasion course.

5. Two major proposals for research projects are under consideration by TR(S). These projects are: (1) a job description of intelligence officers on which two preliminary conferences have been held; and (2) a proposal for pre-testing of BOC candidates.

6. On 24 September, [redacted] Chief of Assessment Branch, TR(S), submitted his resignation effective 10 October. This resignation is a setback in the staff reorganization plans.

7. [redacted] TR(S), left on 22 September for TDY [redacted] for the purpose of organizing and setting up a model Packing station.

9. The sightseeing trips for [redacted] were completed for the final sub-group on 19 September. There was no untoward incident from the standpoint of security. The trips

~~CONFIDENTIAL~~

~~SECRET~~

61-17
232833

~~SECRET~~

Approved For Release 2001/09/07 : CIA-RDP61-00017A000100100068-7

~~SECURITY INFORMATION~~

CONFIDENTIAL

were of benefit to the trainees not only from a recreational standpoint (as a brief respite from confinement) but more significantly, as an important strengthening of motivation. This letter was observed among all subject trainees.

25X1A6a

25X1C4a

25X1A9a

12. The Office of Communications placed a request with the Chief, Orientation and Briefing Division [REDACTED] to present a special briefing for Communications personnel dealing with the mission of the Agency as pertains to the specialized work of the Communications Office. [REDACTED]

25X1A6a

25X1A9a

25X1A9a

13. The Chief of the Orientation and Briefing Division held a briefing for the area specialists in the Western European Division, E.I. The subject dealt with the recent trip to Europe of [REDACTED]. Material covered had to do with certain operational observations made by [REDACTED] during his recent tour.

14. The Office of Operations has requested the Chief of the Orientation and Briefing Division to permit 17 junior field officers to attend the Indoctrination Program on 6 October.

15. During the week 75 students have enrolled in the Office of Training Reading Improvement Laboratory. Of this number, 16 students are from the Department of State.

16. An initial briefing meeting for all Evaluations Officers in the DDP offices was held on Wednesday. This meeting inaugurated the training program for all supervisors in the DDP offices in the use of the Personnel Evaluation Report. Training meetings for groups of supervisors in these offices will commence on Monday, 29 September, and should be completed well before the end of October.

CONFIDENTIAL

Approved For Release 2001/09/07 : CIA-RDP61-00017A000100100068-7

~~SECRET~~

~~SECRET~~

Approved For Release 2001/09/07 : CIA-RDP61-00017A000100100068-7

~~CONFIDENTIAL~~

17. By the end of this week the training of supervisors in the use of the Personnel Evaluation Report will have been completed in the DDI, DDA, and Communications offices.

18. Plans for training supervisors overseas in the use of the Personnel Evaluation Report are now being considered. Basic policy regarding the evaluation program overseas is presently being worked out by the Personnel Division (Covert) and by representatives in [REDACTED] office.

25X1A9a

19. During the week ending 26 September, 146 requests for language training outside the Agency were approved. In addition, a combined total of 142 students is presently enrolled in the introductory and self-study courses in the Office of Training Language Center and the Laboratory was used for a total of 309 student hours.

20. On Thursday, 25 September, representatives of the Real Estate and Construction Division met with the Engineering and Sanitary Construction representatives [REDACTED] to ascertain whether there were any basic deficiencies in construction or planning [REDACTED]. A formal report will be forthcoming shortly on this.

25X1A6a

21. As of 26 September, 364 CIA personnel are enrolled in TR(S) training courses and 481 in TR(G) training courses, making a total of 845 in training programs under the jurisdiction of OTR as a whole.

MATTHEW BAIRD

cc: DD/A
DD/I
DD/P

~~CONFIDENTIAL~~

Approved For Release 2001/09/07 : CIA-RDP61-00017A000100100068-7

~~SECRET~~